

<i>HR Staffing Group</i>	Student Development Feedback Tool	<i>To be completed by the mentor</i>
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Mentor's Name: Student's Name:	Z No:	Group:	Student Program: HS UGS GRA	Date:
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This form is designed to provide program administrators valuable information regarding your LANL educational experience. Mentors are encouraged to provide honest and constructive feedback regarding your student. It is recommended students and mentors meet together regularly and provide feedback to each other. This feedback form is intended for mentor use only. If you wish to share the information with your student, please do so. All information will be kept confidential.

There are two parts to this process: Part I: Competencies/Contribution; Part II Questions/Comments.

Part 1. Competencies/Contribution

The purpose of Laboratory student programs is to provide quality educational employment programs for students working at the Laboratory while attending a university (or High School). This development feedback tool is designed to help mentors set expectations and provide feedback for students to identify strengths and areas for development and to enhance their professional and career growth potential. The information provided will be reviewed and studied by evaluators to assist in the design of the programs at LANL.

Instructions:

Compare the definitions and their behavior statements in the chart below against your observations of the student's capability in each area by using the following scale: 1 - 4

"4" means the student exceeds your expectations

"1" identifies areas in which you recommend student growth and development

To aid the student and program administrators in understanding your feedback, please write specific comments in the column indicated and in the questions/comments section at the end, concentrating on the student's strengths and any areas where change or improvement would make a significant enhancement to their professional contribution.

Definition	What to Consider When Assessing Your Experience & Expectations	Assess Value (1 - 4)	Comments (Identify a strength & an area for improvement) (Encouraged)
<u>Technical Contribution</u> Value student brings to the discipline in which they are assigned	This student's technical contributions include: <ul style="list-style-type: none"> • Safety • Preparing reports and documents • Research findings • Process improvements • Data analysis • Computer capabilities • Research laboratory capabilities 	(Place one score in each area)	<div style="border: 1px solid black; height: 150px; width: 100%;"></div>

Student Name:	Z No:	Date:
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Definition	What to Consider When Assessing Your Experience & Expectations	Assess Value (1 - 4)	Comments (Identify a strength & an area for improvement)
<u>Safe Work Practices</u> Commitment to safety in daily operations	This student: <ul style="list-style-type: none"> • Follows established safety guidelines and safe operating procedures in all work • Identifies and evaluates hazards associated with his/her work • Raises safety concerns to mentor/supervisor's attention • Performs all work in a safe manner 		
<u>Interpersonal</u> Individual effectiveness in work relationships with co-workers and team	This student demonstrates: <ul style="list-style-type: none"> • Teamwork • Initiative • Receptivity to being advised/mentored • Communications skills • Conflict resolution skills • Listening skills • Desire to learn 		
<u>Results</u> Outcome orientation, achievement of goals and objectives	This student: <ul style="list-style-type: none"> • Produces quality products while integrating safe work practices • Meets time commitments and deadlines 		
<u>Skills</u> Competency level appropriate to level of education	This student demonstrates: <ul style="list-style-type: none"> • Creativity • Judgment • Analytical skills • Problem solving ability • Critical thinking • Administrative skills 		
<u>Professional Standards</u> Concerted effort to contribute and follow Laboratory procedures	This student demonstrates: <ul style="list-style-type: none"> • Good attendance/punctuality • Constant attention to safety • Appropriate work ethic 		

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Part 2. Questions/Comments

<p>1. What makes this student effective?</p>
<p>2. What could this student do to improve his or her effectiveness?</p>
<p>3. How did the student's experience this summer contribute to his/her professional growth?</p>
<p>4. What actions do you suggest for this student's professional growth?</p>
<p>5. When did you and your student discuss the Educational Workplan? _____</p> <ul style="list-style-type: none">Was the workplan modified to reflect any NEW expectations or changes in the original assignment? Please comment:Did you and your student discuss each other's expectations? Please comment:

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6. What additional comments do you have?

I discussed this feedback tool with my students YES or NO

Student Name:	Z No:	Date:
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